

Getting Started with Smart Boards



Connectivity Basics: You need four pieces to begin using the Smart Board:

- ☐ Board
- ☐ Projector (make sure it is on and connected to your computer)
- ☐ Computer (make sure it is on and connected to your projector AND the board)
- ☐ USB Connection Cord or BlueTooth connector (connects the board & computer—it only fits one way so you can't mess it up 😊)

How does it work if connected properly? The SMART Board is an interactive whiteboard that is touch sensitive with the object touching the board (usually your finger or the included plastic “markers”) serving as the input device or “mouse.” You can control applications on your computer from the SMART Board—the press of your finger on the board is the same as a “click” with your mouse on the computer.

To Connect:

- ☐ Make sure the **computer and projector are turned on** and operating correctly
- ☐ Using the **connection cord** (or BlueTooth Connector), plug one end into the computer and the other end into the board. You can't mess this up because the cord only fits one way. If you have more than one USB port on your computer, you may use any of those provided.
- ☐ Once you connect the USB cord the “**ready light**” in the lower right corner of the board will blink until it turns a **solid green** which lets you know the board is ready to use. (if it is not lit you do not have power to board, flashing green means that the Smart Board driver is not installed properly, Solid Red means that the board cannot communicate with the computer).
- ☐ ****Troubleshooting:** The first thing to check is to make sure the cord is “pushed” completely in to the computer and also the board. Next, try restarting your computer with the cord connected. Finally, try another USB port on your computer. As a last resort, reinstall the SMART Board software or check for an update.



Synch the Board:


- ☐ **Push down both buttons on the Marker Tray** (keyboard and mouse button) until the board goes gray with + signs on the board (there are other ways but this is the fastest)
- ☐ **Touch each + sign on the board** (make sure your finger is on the + when you remove it from the board)

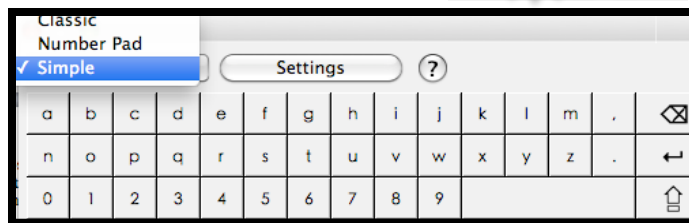


On Screen Keyboard: “In Theory” the on-screen virtual keyboard eliminates the need for an attached physical keyboard. I find myself using this for “short typing” entries. If I’m going to type more than a few words or a web address I catch myself going to my computer keyboard.



Accessing the keyboard:

- ☐ **Push the “keyboard button”** (one of the buttons you used to synch the board) and the “virtual keyboard” will appear allowing you to type in a web address, in a text box, etc.
- ☐ **You can change the “view” of the keyboard** from **Classic** to **Simple** by pressing and holding on the  next to “Classic” and selecting “Simple” which will put the keys in alphabetical order which helps with the primary grades



Right click Button: When using the board, if you need to “right click” simple **press the right click button on the “board tray”** and your next touch is a right click. Another “trick” is to simple press and hold in one spot and the “right click” options will appear.



Tray Tools: Using the “tray tools” with primary students make the board more intuitive and less mysterious. Students are familiar with using markers on boards so this will “make sense” to the students. When you use your finger it might make the students focus more on your finger and less on what is being put on the board.



Tips for Using the Tray Tools:

- ☐ The last tool picked up activates an optical sensor (you will see a “light”) which indicates what “color” of pen you are using. If you are using your finger, look in the tray to see what color you will be using.
- ☐ **Eraser**—this works as you would expect. Here is a “trick” draw a circle around what you want to erase and simply tap inside the circle you have drawn and everything will disappear.
- ☐ **Problem with Fine Motor Skills?** Using a tennis ball, ping pong ball or “hand pointer” sometimes helps students who have problems writing on the board, moving objects on the board, etc.
- ☐ **Multiple “touches”** Some of the newest boards allow for “multiple touch” on the board but in most cases you will only want to have “one point of contact” on the board. I have trouble when I wear bracelets or “baggy sweaters” where one of these items touches the board when I am writing. If your hands tend to sweat or you are having problems, try using the back of your hand and selecting with your fingernail.

Digital Ink Layer: When you use the SMART Board tools a digital ink layer is added to the item being displayed. You will notice a “frame” around the outermost edges of the display which represents the frame with three icons in the top right corner. These three icons represent your options with the ink layer (see at right)

Close & Open a New Ink Layer





Close the ink layer and throw it away

Take a picture of the ink layer and put it on a notebook page

Using the Tab Tools: Unless they have been manually closed, the **SMART Tools Tab** is always visible. It collapses and opens by clicking the arrows/triangles on the tab.

If the **SMART Tools** are not visible, you will need to Open the Smart Tools Application/Program. In most cases you will find the Smart Board Software in the

Applications Folder if using 
OR Start Menu→All Programs if using 

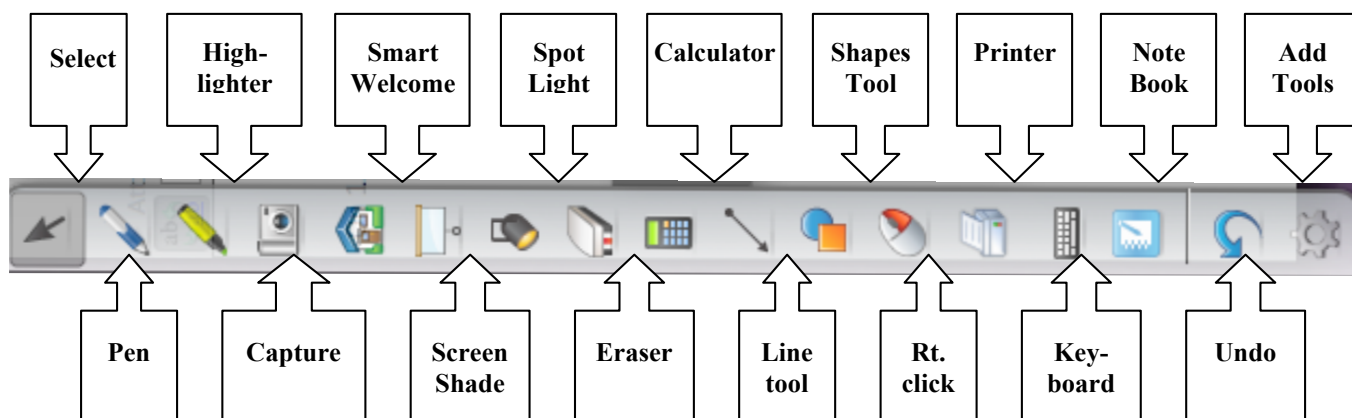
Click the arrows/triangles on the tab to access the SMART Tools



A great starting point for using the Smart Board is to use the **SMART Tab Tools** with a web browser or other programs that you generally use with your curriculum. **Click the arrows/triangles in the Smart Tools Tab** to “activate” the floating tools menu so that you can begin using them when displaying a web page, program, or presentation.

****keep in mind that as long as your computer is connected to the Smart Board, you can also use the board’s tray tools.**

Smart Tab Tools Defined:



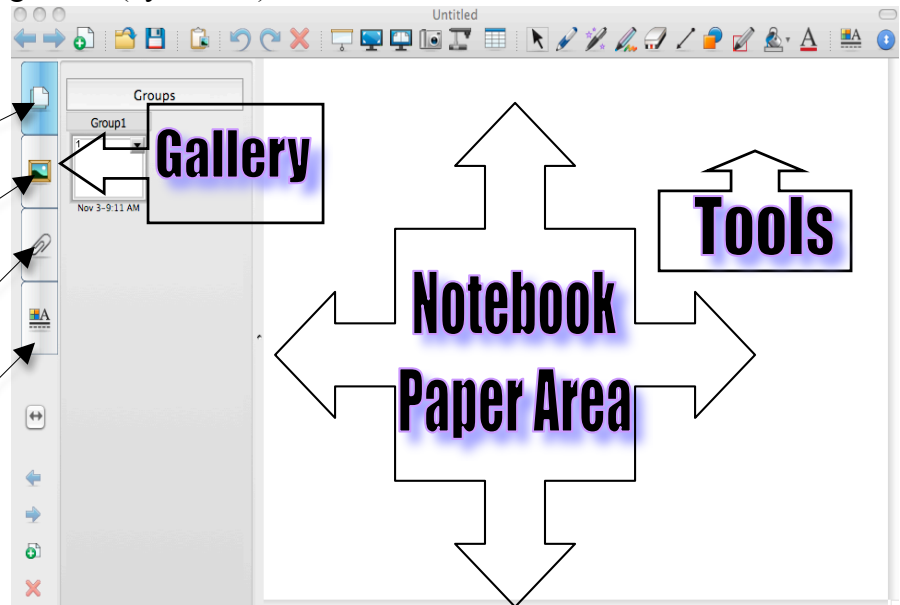
Tray Tools vs Tab Tools

Uses	Manual/Tray Tools	Tab Tools
By Student	When going to the board	When using a slate, tablet, at the board, or working from laptop
To capture a screen for later	Must use the frame camera to put in the Notebook for use later.	Capture/Camera icon—puts it in Notebook for use later
Tools Available	Pens, eraser, keyboard, right click	Undo, select, pen, highlight, screen shade, magnify, capture, eraser, rt. click, add tools, spotlight, print, calculator, etc.

Smart Notebook Window:

- **Tools** are located across the top of the window.
- **Notebook paper/area** is located along the left side
- **Palette View** is located along the right side (by default) with tabs for:

- **Page Sorter:** shows all pages in the notebook—you can click to get to the pages
- **Gallery:** backgrounds, pictures and tools to drag to your notebook paper.
- **Attachments:** Attach any of your related documents or web links to your notebook pages.
- **Fill Effects:** Moves the Palette View to the opposite side of the screen—left to right or right to left.



Notebook Tools:

	Back one page		Windowshade		Creative Pen
	Forward one page		Fullscreen mode		Eraser
	Add a new page		2 pages of the notebook should be displayed		Line Tool
	Open a notebook file		Capture		Shape Tool
	Save the notebook file		Capture an image from an attached document camera		Recognize Shape Tool
	Paste from the clipboard		Insert a table		Fill shape bucket
	Undo		Selection tool		Text color
	Redo		Standard Pen		Flip tools to top or bottom
	Delete		Magic Pen		

Web Sites for Reference:

Smart Website: <http://smarttech.com/>

Notebook Software Download:
<http://www2.smarttech.com/st/en-US/Support/Downloads/default.htm>

Web Sites with Resources:

1. <http://esu3smartboards.wikispaces.com/>
2. <http://eduscapes.com/sessions/smartboard/>
3. <http://its.leesummit.k12.mo.us/smartboard.htm#Lessons and Templates>
4. http://www.ettcncs.org/Instructional_resources/other/interactive_whiteboard_links.htm

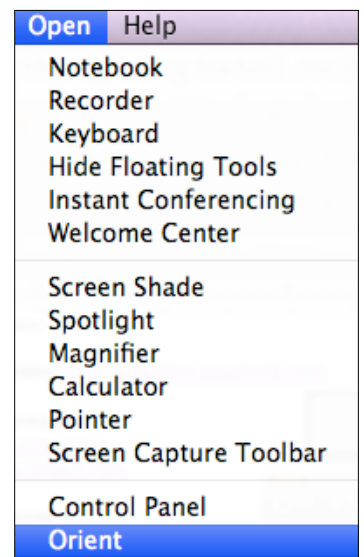


Nice to Know.....

- When on a stand, you will want to **lower the board to below 6 foot** so that it will fit through the doorway.
- Feet lock the board in place
- **Orient the board:** Hold down both buttons on the board tray **OR** if you have the Smart Board Tools open, **located OPEN in the top menubar** and navigate to **ORIENT**
- **Pen color is generated by the pen that is missing from the tray** not the color of the pen taken. You can use dowels in place of the pens if you think you will lose them.

Finding Pre-Made Lessons:

- Go to the Smart Exchange Site: <http://exchange.smarttech.com/>
- Browse by curriculum standard, subject or grade level



When searching using Delicious Bookmarks or Google (or other search tools), use the following words in your search *Interactive whiteboard, your subject area* (you can be specific to your topic), *resources*